



### List of Food Items

Provide list of Home-Based Food Processed food items

Baked Goods:

Dry Mixes:

Jams/Jellies:

Other:

### Supplier(s)

List where you will obtain/purchase your ingredients:

### Cold Storage

Will your ingredients require refrigeration/freezing? Yes ☐ No ☐

If yes, how will refrigerated food ingredients be kept separate from household supplies?

Refrigeration Capacity:

Freezer Capacity:

### Thawing

Do you need to thaw any frozen item? Yes ☐ No ☐ If yes, mark thawing methods that apply.

Refrigeration ☐

Cool running water ☐

Microwave as part of  
cooking process ☐

Cooked from frozen state ☐

### Cooking

Will you be cooking or baking your product(s)? Yes ☐ No ☐

If yes, what type of cooking is required? Oven ☐ Stove Top ☐ Other ☐ \_\_\_\_\_

What type of thermometer will be used? Bi-metal stem, ☐ Digital stem, ☐ Thermocouple ☐



Food Protection
How will animals/pets be kept out of the food processing areas (kitchen, food storage) during home processing?
How will children/guests/non-food employees be kept out of the food processing areas (kitchen, food storage) during home processing?
Where will non-food processing items such as mops, pet dishes, pet cages and similar items be washed?
When will home-processing take place (i.e. daily, seasonal, etc.)
Where will the home-based products be sold?
How will the food products be protected from contamination during transport to sale sites?
How will bare-hand contact of ready-to-eat foods be minimized?
Will produce be washed on-site prior to use? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe how <b>and</b> where produce will be washed.
How many compartments (basins) are there in the dishwashing sink?
How will utensils, pots/pans, etc. be washed and sanitized?
How will food preparation area and sinks be cleaned and sanitized before and after use?



**Food Protection Cont.**

How and where will hand washing be conducted during food preparation?

**Insect and Rodent Control**

How will insects and rodents be kept out of the food processing and storage areas?

Where will toxic items such as insecticides and cleaning chemicals be stored?

**Garbage**

Describe garbage facilities in the kitchen.

Describe outdoor garbage storage and municipal and private collection.

**Onsite Water Well**

Is the home food processing kitchen provided water via onsite well? Yes ☐ No ☐

If yes, onsite well must be tested annually for nitrates and coliform bacteria. Attach copy of results.

Nitrate Result: \_\_\_\_\_ Date: \_\_\_\_\_

Coliform Result: \_\_\_\_\_ Date: \_\_\_\_\_

**Product Information**

Provide the following information for each product on a separate sheet of paper:

1. Product name
2. Product ingredients
3. Final pH of product, if applicable
4. Final water activity, if applicable
5. Name of preservatives
6. Describe the type of packaging to be used
7. What is the expected shelf life?
8. Provide a copy of the label
9. Give a description of the coding system which will be used to identify the date and batch
10. Recall procedure